



CITY OF CHICOPEE

Department of Public Work

PARKS DIVISION

687 Front Street Chicopee, MA.

RECREATION OFFICE 413-594-3481 413-594-3486 (fax.)

Carolyn Porter
Superintendent

Richard Maciolek
Assistant Superintendent

Parks and Recreation Commission Meeting Minutes Tuesday, December 19, 2017

- A. **Call meeting to order: 6:20pm made by Comm Ziemba.**
Attendance: Commissioners Fenton, Buxton, Montemagni, Ziemba, Acting Parks Superintendent Maciolek and Parks General Foreman Tom Trznadel.
- B. **Motion for approval of meeting minutes for November 30, 2017 made by Comm. Buxton Second by Comm. Fenton. Approved.**
- C. **No Public Input.**
- D. **Communications:**
 - 1. Letter from Michele Niec with requested date/time and guest numbers. **Motion to approve by Commissioner Buxton, seconded by Commissioner Fenton; approved.**
 - 2. Other Communications
- E. **Maintenance Report**
 - 1. Crews are being sent out daily to various city parks and cemeteries for fall cleanup. Dead tree and branch removal as well as sanding and salting all necessary sidewalks and park road entrances as needed.
 - 2. Completed Office HVAC roof sealant winterization by Parks Maintenance staff.
 - 3. Daily maintenance checks on all Park trucks for winter needs. All park truck vehicles supplied with snow plows for snow details. All Parks winter machinery checked daily (Snow blowers/pack packs for leaf and light snow removal from sidewalks)
 - 4. Continued random burials at Fairview Cemetery.
 - 5. **Rich Wagner is retiring on 01/12/2018.**
 - 6. **There are still a couple of positions open due to promotions within the department.**
 - 7. **Waiting on a heater from Central Oil for the maintenance building at Szot Park.**
- H. **Old Business:**
 - 1. Mayor's appropriation request for Parks Security Camera and lighting to be discussed at tonight's City Council meeting.
 - 2. Rumbleseat Women's softball team fee payment of \$250 or \$200 after agreed discount has not been collected as of 12/18/2017. **Commission directed Rich to have Sean Carroll send something in writing (email is acceptable) to the representative of the team to confirm the amount that is due for payment.**
 - 3. Western MA High School soccer semi-finals held at Szot Park payment in full received 12/18/17.
 - 4. Lincoln Grove building **Commissioner Buxton had reached out to the Mayor's office and they provided a signed lease agreement absolving the parks from any maintenance responsibility for the building. Buxton was asked to email copies of the lease to Supt.**

Maciolek. Comm. Buxton directed any further inquiries or requests for any building maintenance to be directed to Chief of Staff John Beaulieu in the Mayor's office.

5. Other Old Business

I. New Business:

1. DPW Superintendent Jeff Neese is working on putting together a Capital Improvement bond, as part of the bond a request will be submitted to the Mayor for resurfacing or repairs of all park outside tennis and basketball courts
2. Continued water leakage in Office Building – **possible replacement of roof at Front Street- more information to come.**
3. Recreation reports
4. Other new business.
 - a. **A listing of vehicles to be replaced was distributed by Supt. Neece prior to the start of the meeting. Based on the spreadsheet, it appears that two trucks will be replaced 'immediately'. Foreman Trzandel questioned the lack of plows on the replacements as the current trucks have plows. Trzandel said he would have a conversation with Supt. Neece regarding that issue.**


J. Next Meeting: January 30, 2018, 7pm

K. Motion made to adjourn meeting at 6:49pm made by Comm. Buxton. Second by Comm. Fenton. Approved.

L. Documents presented at December 19th, 2017 Commission meeting:

- a. **Parks Commission Meeting Minutes from meeting on November 30th, 2017**
- b. **Commission Report submitted by Recreation Supervisor Sean Carroll, dated 12/14/17**
- c. **Commission Report submitted by Recreation Supervisor Dan Woodill, dated 12/19/17**
- d. **Letter (dated 12/11/17) from Michele Niec requesting use of Szot Park gazebo for wedding on July 28th, 2018.**
- e. **Agenda for 12/19/17 City Council meeting.**

Minutes Submitted by:



Maureen Buxton
Acting Commission Secretary

1-10-18
Date